

CHAPTER 20 - ADMINISTRATIVE PROCEDURES

ORDERING CHANNELS / COST CODING Refer to NMG (11-4)

Casper Interagency Dispatch Center Definitions Refer to RMG (12-9)

Casper Interagency Dispatch Center Units

BLM	Wyoming High Plains District Casper Field Office Buffalo Field Office New Castle Field Office
USFS	Medicine Bow/Routt National Forest Thunder Basin National Grasslands
NPS	Fort Laramie National Historic Site
State	Wyoming State Forestry Division Buffalo District Black Hills District Southeast Districts (within CPC Boundary)
Counties	Albany (State, PVT and USFS lands only) Campbell Carbon (within FS Boundary) Converse Goshen Johnson Natrona Niobrara Platte Sheridan Weston

Rocky Mountain Area Units Refer to RMG (13-4)

CPC Designators

WY-CPC - Casper Interagency Fire Center	
WY-HPD - BLM High Plains District	
WY-MBF - USFS Medicine Bow/Routt NF & Thunder Basin National Grasslands	
WY-CPS - Wyoming State Forestry Division	
WY-ALX - Albany County	WY-NAX - Natrona County
WY-CMX - Campbell County	WY-NIX - Niobrara County
WY-CAX - Carbon County	WY-PLX - Platte County
WY-COX - Converse County	WY-SH1X - Sheridan County
WY-GOX - Goshen County	WY-WEX - Weston County
WY-JOX - Johnson County	

1 **Caches**

2 CO-RMK - Rocky Mountain

3
4 **Non-Rocky Mountain Area Neighbor Designators**

5
6 Dispatch Centers

7 MT-MCC Miles City Interagency Dispatch Center

8
9 Caches:

10 MT-BFK

 Billings Fire Cache

11
12 **Ordering Procedures**

13 The Casper Interagency Dispatch Center will coordinate the movement of all resources utilized within the
14 dispatch center's boundaries.

15
16 The primary goals of the dispatch of any resource are:

17 SAFETY

18 EFFECTIVENESS

19 EFFICIENCY

- 20 • The following criteria will be will be accomplished by the Dispatch Center:
- 21 • Rapid response
- 22 • Communications/Intelligence - Information must be accurate and timely
- 23 • Efficient use of the most effective resource

24
25 **Initial Response Dispatching Procedures**

26 Reporting of Incidents: Real time intelligence is a necessity. Good communication is the key to
27 intelligence. Incident size-up information is critical for establishing priorities and should always be
28 available from the ordering entities. All resources providing size-up information are required to use the
29 Incident Organization Card.

30
31 Closest Forces Policy: All incidents will be reported to CPC. CPC will notify the unit with jurisdictional
32 responsibility according to agency guidelines listed below. It is understood that an Initial Response will
33 not be delayed over questions of ownership. The intent of this policy is to make sure that resources
34 respond to determine ownership, conduct an initial size-up, and to take prompt appropriate action if the
35 jurisdictional agency approves.

36
37 **"Closest Forces" definition - like resources regardless of agency affiliation that can respond in the**
38 **timeliest manner to the incident. CPC will dispatch resources based upon the Closest Forces Policy.**
39 **This may involve dispatching of neighbor resources for Initial Response before other agency**
40 **resources are dispatched due to the locale of the incident and resources at the time.**

41
42 To clarify closest forces, for CPC units, it shall mean the response time from initial report/request to
43 arrival on scene.

44
45 **Medicine Bow/Routt National Forest, Thunder Basin National Grassland, Wyoming High Plains**
46 **District, Fort Laramie National Historic Site**

All incidents, for the above listed agencies, will be immediately reported to the Casper Interagency Dispatch Center and should include the following information:

- Name, location, and phone number of reporting party
- Location of report (legal description, geographic, etc.)
- Proximity and threat to structures
- Color of smoke
- Fuel type
- Adjacent fuels
- Position on slope
- Natural barriers present
- Direction and rate of spread
- Initial attack action being taken and by whom

Based on this initial report, CPC will respond with the appropriate resources and provide direction for response actions as identified by the initial response guidelines. Following mobilization, dispatch will notify the appropriate agency Duty Officer. The Dispatch Center's responsibility is to ensure that resources promptly respond to all incidents so initial intelligence can be gathered and fire management decisions can be made. The Duty Officer's responsibility is to oversee all initial response operations for the purpose of establishing priorities when there is competition for resources, when multiple fires exceed available resources and to ensure that the appropriate agency administrator has been notified.

Wyoming State Forestry Division

Immediate suppression action will be taken by the cooperating parties within their capabilities. Each fire district will have primary responsibility for initial attack on State lands within their district. Immediate notification of all fires either on or threatening State lands will be given to the County Sheriff's Dispatch. Notification of fires on State lands will be reported promptly to a representative of Wyoming State Forestry Division listed in the county annual operating plan.

Counties

Albany(State, Private & USFS), Campbell, Carbon (within FS Boundary), Converse, Goshen, Johnson, Natrona, Niobrara, Platte, Sheridan and Weston

For all fire and smoke reports determined to be on private lands, the respective county dispatch would be notified immediately and provided with the initial call information.

Ordering Procedures

The Casper Interagency Dispatch Center may order Initial Response resources direct from an adjoining Dispatch Center which includes Cody, Rawlins, Great Plains, Craig (FS personnel only), Miles City and Billings. The Dispatch Center can order resources for extended attack, large fire support, and non fire incidents directly from neighbors. These centers can also order resources directly from CPC.

Support Border Fires Refer to NMG (12-9)

Mobilization and Demobilization Information Refer to NMG (12-29)

Neighborhood Ordering

Neighborhood Ordering Definition Refer to RMG (12-27)

Neighborhood Ordering Procedures Refer to RMG (14-2)

- Resource Ordering Standards apply for the movement of all resources. Included in this are Initial Response procedures, ROSS or resource order forms, commit messages and reassignment procedures.
- When a resource is unavailable from a neighbor, the order will be place with RMACC. RMACC will not check with Casper Interagency Dispatch neighbors to fill orders for CPC.

- Resources mobilized through RMACC are not available for neighborhood ordering.
- Resources mobilized from a neighbor can only be sent to another neighbor with permission from the home unit. At this time a resource order will be processed through RMACC by the requesting dispatch center. Refer to RMG for more information on resource ordering and the chart describing resource types, the approved ordering method, and the required notifications.

Rocky Mountain Neighborhood Resource Ordering Refer to RMG (14-27)

Rocky Mountain Area Resource Ordering Chart Refer to RMG (15-1)

Rocky Mountain Area Wide (RMW) Ordering Definition Refer to RMG (16-1)

Rocky Mountain Area Wide Ordering Procedures Refer to RMG (17-1)

Electronic Transfer of Travel Information Refer to RMG (18-1)

Resource Ordering and Status System (ROSS) Travel

All travel information for resources ordered through RMACC will be transmitted utilizing ROSS.

THIS PROCESS IS NOT TO BE USED FOR MOBILIZATION OF INITIAL RESPONSE OR TACTICAL AIRCRAFT MOVEMENT. ROSS orders will follow as time allows.

Travel information for resource movement between neighbors will be relayed via telephone, as well as ROSS.

Non-Incident Related Ordering Refer to RMG (18-7)

Fire Cost Coding Refer to RMG (18-13)

Fire Code Chart Matrix Refer to RMG (19-1)

Fire Cost Coding - Agencies

All incidents in the CPC will have assigned accounting codes established for all responding agencies utilizing the FireCode System. A cost code will be assigned to every resource order to be used nationally for cost collection and accounting information.

CPC will generate a FireCode for all agencies within the dispatch area.

Each agency is responsible for tracking their own costs according to agency policy in regard to cost containment and large fire cost accountability objectives.

Fire Cost Coding (BLM) Refer to NMG (13-31) or current agency direction.

Fire Cost Coding (BIA) Refer to NMG (14-11) or current agency direction.

Fire Cost Coding (NPS) Refer to NMG (14-43) or current agency direction.

Fire Cost Coding (FWS) Refer to NMG (15-32) or current agency direction.

Fire Cost Coding (USFS) Refer to NMG (16-1) or current agency direction.

Non Fire Incident Funding Refer to RMG (25-9)

Resource Availability and Tracking

The movement of personnel and/or equipment between units shall require that both sending and receiving units be responsible for safety of the personnel and equipment involved. Resources dispatched internally and externally will have a Chief of Party. Chief of Party will normally be the single resource boss of the engine or crew, or in the case of several miscellaneous overhead being moved together it will usually be the first person on and the last person (in the case of demob) off. The Chief of Party will be supervised by a

CPC dispatcher until arrival at their destination or is handed off to another dispatch center. The Chief of Party is responsible for all personnel assigned on the manifest list.

The Chief of Party is required to call CPC while enroute to incidents and upon arrival. This may be done during stops for fuel or meals. At a minimum it will be done at Remain Overnight Night (RON) location and upon arrival at their final destination. This will assist in resource tracking and facilitate the ability to divert resources while enroute.

CPC will make all travel arrangements for resources mobilized to an incident (within and outside the CPC boundary).

Critical Resource Tracking

Movement, commitment, availability, and unavailability of area and national resources are to be relayed to RMACC via telephone or email. Overhead Availability Tracking, all red-carded fire personnel will report availability to the Casper Interagency Dispatch Center via the use of Web Statusing in ROSS or if needed, statusing can be changed by CPC upon request. Individuals should report changes to their availability as it occurs. Zone/Agency AFMOs/FMOs are responsible for reporting the availability of their personnel to CPC. If an individual is available, it is assumed that they have their supervisor's permission to go on a fire assignment and that they are personally available to go anywhere unless specifically indicated otherwise.

Demobilization Planning

Demobilization shall be carried out in an orderly, cost effective manner. All demobilization of Incidents will go through CPC for coordination and possible re-assignments.

OVERHEAD/CREWS

General

CPC operates on a closest forces policy. To clarify this policy, it shall mean the response time from initial report/request to arrival to the Incident.

All resources are expected to be self-sufficient (government issued credit card or with supervisor that has a government issued credit card for meals and lodging) when going on assignments. If a resource is unable to be self-sufficient, the dispatch center needs to be notified so that proper arrangements can be made.

Resources are expected to have their Redcards with them at all times.

The resource order is the authorization for individuals to travel. CPC will coordinate air and ground transportation to incidents. Under no circumstances shall individuals take it upon themselves to make any travel arrangements without confirmation from the dispatch center to include coordination in the use of AOVs. **It is CPC's responsibility to make transportation arrangements for resources.**

All overhead requests will be processed through the Dispatch Center. For in-area and out-of-area requests from the Rocky Mountain Coordination Center (RMACC), CPC dispatchers will call qualified personnel within the Dispatch Center area of influence. It is essential that each agency ensure that only qualified, red carded personnel be dispatched and they have supervisor approval.

Change Orders: Change orders for resources staying within the dispatch area will not be processed to RMACC unless specifically requested.

Ordered neighboring resources will not be mobilized to another neighbor unless the home unit approves. At that time an order will be placed by the ordering dispatch center through RMACC to the home unit.

Qualifications List

ROSS will be used by CPC to fill local, geographic area and national overhead requests.

IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL TO KEEP THEIR AVAILABILITY UPDATED IN ROSS.

Trainee: An individual, who has completed the appropriate classroom training, meets prerequisite experience requirements and has an initiated task book, but who needs to demonstrate satisfactory performance in the target position for certification. The individual assists in the overall incident effort by performing in the position, and is evaluated by a coach, training specialist, a person already certified in the position or a person in a higher position.

Overhead Mobilization/Demobilization Refer to NMG (16-36)

Standard Cubes, Weight & Gear Policy for all Personnel Refer to RMG (26-22)

Emergency Driving Refer to RMG (26-26)

Non-Emergency Driving Limitations Refer to RMG (27-5)

Work/Rest Guidelines Refer to RMG (27-9)

Performance Ratings Refer to RMG (27-42)

Mobilization Center Criteria Refer to RMG (28-36)

Definitions

Mob Center Operations Criteria

Mobilization Center Locations in CPC

The following locations have been identified as possible Mobilization or Staging areas:

Central Wyoming Fairgrounds (Casper)	Level III
Buffalo School Bus Barn	Level III
Buffalo Fairgrounds	Level III
Wyoming State Fairgrounds (Douglas)	Level III
Sheridan Fairgrounds	Level III
Casper Armory	Level III

Demobilization Refer to RMG (29-6)

Demobilization Planning

Demobilization Responsibilities

Release Priority Guidelines

Crews Refer to Chapter 60

CPC has several crews available for dispatch. Requests for these crews will be processed through the Dispatch Center.

Wyoming High Plain Drifters Type 2 IA Crew: based at Casper and are organized at the time of an order. Positions on this crew will be filled by participating agencies, and are available approximately June 1 through September 30.

Agency Contacts for mobilization of personnel:

- BLM WY High Plains District - Eric Chapman
- Cooperators and AD's as available/needed

Med Bow/Routt Type 2 IA Crew: based at various USFS offices in WY and CO. Call-up for a dispatch is through CPC dispatch and notification will be made to CPC of resources if needed, and are available approximately June 1 through September 30.

Agency Contacts for mobilization of personnel:

- Medicine Bow/Routt NF - Vern Bentley

Smokebusters Type 2 Crew: Wyoming State Forestry sponsored inmate crew based at Newcastle, WY. They configure into three 7 person squads. Number of squads that are available will vary based on available inmates. They will fill requests for one, two, or three 7 person squads. The squads come fully self contained with transportation, saws, tools, and radios. The Smokebusters cannot leave the State of Wyoming jurisdiction, with the exception of the Black Hills in South Dakota, and are available year around.

Agency Contacts for mobilization of personnel:

- Newcastle Office - Rob Akers

The crew will be made available when agencies inform the dispatch center that they have enough individuals available to fill a crew order. Each agency contact will update personnel for their crew daily. The list shall include name, position, experienced/rookie, vehicle information and cell phone numbers.

Selection of the crew boss trainee will be up to the unit hosting the crew. In the event that the hosting unit cannot provide a crew boss trainee, the hosting unit has the option of filling the slot with another firefighter or making it available to another unit. The Unit FMOs or assigned duty officers will work together to determine the source of the trainee when this occurs.

When there is an order for a crew, CPC will contact the agency fire duty officer with a request to fill crew overhead positions and crewmember positions. CPC will assign the crewmembers to positions based on the availability information provided by the field units. CPC will facilitate finding replacements when an agency is unable to meet their commitment.

- Safety
- Crew composition and Responsibilities
- Organizational Structure
- Expectations
- Crew Dispatch Procedures
- Training
- Performance evaluation and Monitoring
- Equipment

Passenger Cargo Manifests will be completed for all crew mobilizations.

When the local crews are ordered out of the area a manifest will be faxed to RMACC.

1 If the crews are mobilized out of area and transportation is by air then the following applies:

- 2 • Canteens are to be emptied before boarding aircraft.
- 3 • Crews will be weighed before departing (Allowable crew weight 5100 pounds).
- 4 • Fusees are not allowed on board an aircraft or on commercial ground transportation
- 5 • Gas containers and saws must be emptied and purged prior to boarding an aircraft or commercial ground
- 6 transportation.
- 7 • Shifting of equipment personal gear between crew members to equal out weights will not take place.
- 8 • Knives/multi-tools must be stowed with gear on commercial flights.
- 9 • On commercial flights, line gear will be carried on rather than stowed in the baggage compartment.
- 10 Crew Mobilization and Demobilization Protocol
- 11 • Casper Dispatch will notify the Crew Boss of a crew order once it has been confirmed that it is a bona fide
- 12 order. From that point on all communications concerning the order will be with the Crew Boss. At this
- 13 time the Crew Boss will coordinate with CPC to establish a meeting location to organize and brief the
- 14 crew before departure.
- 15 • Prior to departure a correct and up to date manifest will be provided to dispatch.
- 16 • Prior to departure, travel will be discussed with Casper Dispatch (route of travel, RON spots, vehicle ID's,
- 17 etc will be provided to Casper Dispatch)
- 18 • Check in with the receiving dispatch at each fuel stop while in travel status to ensure that the order has
- 19 not been changed, crew diverted, or there is new information concerning the reporting location. If the
- 20 order is cancelled and you are returning, advise Casper Dispatch.
- 21 • While on assignment if any member(s) of the crew are demobilized for whatever reason, Casper Dispatch
- 22 will be notified and given the specifics of the travel home. This should include reason for early
- 23 demobilization (does not have to be specific, but general reason), method of travel home, route, RON
- 24 areas, and ETA.
- 25 • Notify Casper Dispatch upon arrival back from an incident and provide for tentative availability date and
- 26 number of days off being taken.
- 27 • No crew members will be mobilized that cannot commit to the full 14 days, unless it is negotiated with the
- 28 receiving unit through the dispatch system (needed for documentation purposes). Fill-ins need to be
- 29 ordered through Casper Dispatch so that they can be tracked. Name requests for fill-ins will be
- 30 accepted and then dispatch will place the order for them. If name requesting someone, they will have
- 31 been contacted and are available. Location (Home Unit), Name of person, and contact phone number will
- 32 be provided to dispatch.
- 33 • Ensure personnel time is completed/up to date prior to assignment.

34
35 **Interagency Wildland Fire Modules** Refer to RMG/NMG (32-34/19-9)

36
37 **Smokejumpers** Refer to RMG/NMG (32-36/19-9)

38
39 **Helicopter Modules** Refer to RMG/NMG (34-14/20-23)

40
41 **Communications Coordination** Refer to RMG/NMG (34-26/21-10)

42 Use of another's agency's National Telecommunications and Information (NTIA) approved frequencies is

43 strictly limited to mutually beneficial coordination of managing emergencies. Each agency will cooperate

44 with the others to maintain communications discipline and will grant permission to transmit on its specified

45 frequencies during an interagency effort.

46
47 **Incident Meteorologists (IMET)** Refer to RMG/NMG (34-30/21-22)

48

49

Cache Support Positions Refer to RMG/NMG (34-34/22-25)

Incident Management Teams (IMT) Refer to RMG (35-1)

The Casper Interagency Dispatch Area does not support any Type 3 teams. There are several Type 3 teams in the state of Wyoming and may be asked to assist them in filling positions.

Team positions that cannot be filled locally will be ordered through the neighborhood ordering process. Team configuration will vary from fire to fire, but the team will generally consist of:

- ICT3
- OSC3 (TFLD)
- LSC3 (BCMG, FACL, SPUL, GSUL)
- PSC3 (RESL, SITL, DOCL)
- FSC3 (PTRC)
- SOF3 (SOFR)

Other positions will be filled at the discretion of the IC and Duty Officer.

Mobilization of Type 1 or Type 2 Teams

The requesting unit will specify the reporting point for briefing the IC and any transportation requirements at the time of the order. Once an order for the team is placed, Casper Interagency Dispatch Center will fill the positions. All pertinent information will be passed on to the team members as they are notified.

A briefing should be scheduled by the ordering Agency Representative and the IC. Preferably all Command and General Staff would be present for an initial briefing. The jurisdictional agency office will determine location and make arrangements for the briefing. If circumstances do not allow this type of meeting, then it should be conducted by telephone or radio. It is recommended that a conference call between the IC, Logistics, FMO, and Agency Administrator occurs, as soon as the Team is confirmed, to discuss potential issues related to ordering. **All initial resource orders from teams will be approved by the Agency Administrator for that agency.**

Demobilization

The IC or Plans will coordinate demobilization through Casper Interagency Dispatch Center. All release date and times for incident resources as well as ETAs to the resource's home unit will be relayed to CPC in a timely manner to ensure proper tracking of resources.

Refer to RMG for information regarding Type 1 and Type 2 IMTs.

Rocky Mountain Area IMT General Operating Guidelines Refer to RMG (36-22)

Area Command Teams Refer to RMG (46-34)

National Incident Management Organization Teams (NIMO) Refer to RMG (46-44)

Incident Support Teams:

- **National and Area Buying Teams (BUYT)** Refer to RMG (47-5)
- **Administrative Payment Teams (APT)** Refer to RMG (50-19)
- **Burned Area Emergency Response Teams (BAER)** Refer to RMG (50-21)
- **Critical Incident Stress Debriefing Teams (CISD)** Refer to RMG (50-23)
- **National Wildland Fire Prevention/Education Teams (NFPET)** Refer to RMG (50-33)

- **Wildland Fire & Aviation Safety Teams (FAST)** Refer to RMG (50-36)
- **Aviation Safety Assistance Team (ASAT)** Refer to RMG (50-38)
- **Human Resource Specialist**
- **Union Representative**
- **Incident Business Advisor (IBA)**

EQUIPMENT AND SUPPLIES Refer RMG (52-1)

General

All requests for Equipment will be placed using ROSS or on resource order forms and processed through the Dispatch Center.

All requests for incident supplies will be placed using Ross or on resource order forms and processed through the dispatch center or expanded dispatch. This applies to ongoing incidents, critical initial response needs and NFES only items. All re-stock orders should be placed by the responsible agency with local vendors, GSA, or according to their agency direction.

Type III Mobile Cache Van is available at the BLM - High Plains District Office. The using agency shall be responsible for all transportation and restocking costs. The cache van manager or supply unit leader at the incident will complete re-supply/re-stock orders, process those orders through CPC and have those re-supplies sent directly to BLM WY-HPD. Personnel at the BLM WY-HPD will restock the cache van and have it returned to available status.

Equipment/Supplies Mobilization Refer to RMG (52-17)

Equipment/Supplies Demobilization Refer to RMG (53-37)

National Interagency Support Cache Ordering Procedures Refer to NMG (26-17)

- **NFES Items in Short Supply** Refer to NMG (26-35)
- **Field Office Replenishment During Fire Season** Refer to NMG (26-42)
- **Field Office Replenishment Outside Fire Season** Refer to NMG (26-47)
- **Incident Replacement of NFES Items** Refer to RMG (55-7)
 - Incident Replacement: 1 & 2 Incidents** Refer to RMG (55-11)
 - Incident Replacement: 3 & 4 Incidents** Refer to RMG (55-33)
- **Incident to Incident Transfer of Equipment and Supplies** Refer to RMG (55-39)

National Incident Radio Support Cache (NIRSC) Refer to RMG/NWG (55-41/27-29)

- **Radio Mobilization** Refer to NMG (28-6)
- **Radio Demobilization** Refer to NMG (28-36)
- **Dedicated Radio Frequencies** Refer to RMG (77-1)

Fire Remote Automatic Weather Stations (FRAWS) (NFES #5869) Refer to NMG (28-42)

Project Remote Automatic Weather Stations (PRAWS) (NFES #5870) Refer to NMG (29-5)

National Contracts - Mobile Food Service and Shower Facilities Refer to NMG (29-13)

1 Within the Casper Interagency Dispatch Center area, reference the Service and Supply Plan for
2 Outfitters, Caterers and vendors able to provide meals for local incidents. All requests will be through
3 the dispatch center.

4
5 **Mobilization** Refer to NMG (29-43)

6 **Reassignments** Refer to NMG (30-14)

7 **Demobilization** Refer to NMG (30-20)

8
9 **Contract Resources** Refer to RMG (57-4)

10 **Portable Retardant Base** Refer to RMG (58-35)

11 Two fixed Retardant Base is managed by neighboring Dispatch Centers. This base is available to reload
12 heavy airtankers for incidents within the CPC area.

- 13 • Rapid City Tanker Base, managed by Great Plains Dispatch Center
- 14 • Jeffco Tanker Base, managed by Fort Collins Dispatch Center

15
16 **Mobile Cache Vans (NFES #2069)** Refer to RMG (59-1)

17 A Mobile Support Cache Van (NFES 2069) is normally prepositioned by RMK at Ft. Washakie (Cody
18 Dispatch) for support to Type I and II incidents. If needed a request needs to go through RMACC. Refer
19 to RMG 23.11.

20
21 **AIRCRAFT OPERATIONS** Refer to RMG (61-1)

22 **Mobilization**

23 Between the hours of 2200 and 0500 charter pilots shall not be dispatched. Orders for charter aircraft
24 should not be placed with vendors between these hours, unless they have a separate dispatcher available.
25 Operators should be queried to insure duty limitations are being met.

26 **Ordering Procedures**

27 **Aerial Fire Detection**

28 All requests for aerial detection within the Casper Interagency Dispatch area for ongoing incidents or
29 after thunderstorms, should originate from the Zone FMOs/AFMOs and be placed through the Dispatch
30 Center. Coordination and prioritization will occur in the event that more than one unit requests a flight.
31 The dispatcher will initiate procedures to acquire the appropriate aircraft from either Forest Service
32 agreements or OAS/AMD source lists. The Dispatch Center will establish the flight following process in
33 accordance with the Interagency Standards for Fire and Fire Aviation Operations (Red Book).

34 **Air Tankers and Lead Planes**

35 All air tanker, lead plane and smokejumper requests will be placed through the Dispatch Center. The
36 acquisition of aircraft will follow agency guidelines. All requests for tactical aircraft will be filled on a
37 first come, first served basis unless multiple incidents require the establishment of priorities. In such an
38 instance, the Dispatch Center Manager will consult with the local Multi-Agency Coordination Group. Until
39 that meeting can occur, priorities will be established in accordance with policies and procedures set forth
40 in the National Mobilization Guide. Aerial retardant drops will be used only when authorized by the agency
41 with jurisdictional responsibility.

42 **Helicopters**

43 All requests for helicopters and helitack crews will be placed through the Dispatch Center with
44 dispatching done according to agency guidelines. Flight following will be conducted through the Dispatch
45 Center.

Prioritizing Incidents Refer to RMG (62-16)

Aircraft Demobilization Refer to NMG (31-17)

Flight Management Procedures Refer to specific Unit Aviation Plans

Administrative Point-to-Point flights: All Agency, contract, lease, charter, or owned aircraft, fixed and rotor wing, shall file and open an FAA flight plan for every administrative (point-to-point) flight mission flown for the benefit of the Agency.

Mission Flights/Special Use: All mission flights (tactical fire flights) shall file a flight plan with CPC who will ensure that flight following procedures will be followed. Mission flights will be documented using ROSS or the resource order form. Special Use Flights are generally resource oriented flights and will require a Project Aviation Safety Plan and a Flight Request Form.

For all point-to-point flights a Flight Request Form will be filled out.

Flight following procedures for aircraft flying non point-to-point require a status check at 15-minute intervals. This can be accomplished utilizing Automated Flight Following (AFF) or by radio check-ins. The following information should be documented at each 15 minute interval:

- Time of check in.
- Current position of aircraft (Latitude/Longitude and geographic landmark if known).
- Direction of travel (unless orbiting or consistently working in one area).
- Any changes in flight plan or status.

Prior to any flight, the aircraft dispatcher should have a full understanding of the purpose of the mission, destination, duration, persons on board, check-in intervals, communication networks, and emergency procedures in the event of a accident/mishap. The aircraft dispatcher and pilot must agree to which method of flight following will take place (AFF or radio check-ins). Pilots must monitor at least one predetermined radio frequency as an alternate means of flight following in the event the AFF system fails in the aircraft or in dispatch, or in case dispatch needs to cancel a mission, divert the aircraft to a higher priority incident, or relay other critical information regarding hazardous weather, TFRs, etc. Regardless of AFF being used, radio communications must be maintained with all aircraft which the dispatcher has agreed to flight follow. If radio communications cannot be maintained through the duration of the flight, the flight will be immediately terminated and the dispatch office contacted. For flights crossing dispatch area boundaries and when the aircraft has flown out of radio contact, the dispatch center area it has flown into will be contacted and the aircraft "handed off". The flight will not be closed out with CPC until it is confirmed that another dispatch center has radio communications with the aircraft.

Refer to the Airspace Boundary Plan contained in the Unit Aviation Plan for flights taking place in the common corridor along dispatch boundaries.

Point-to-Point Flight Following

The sending dispatch center has the ultimate responsibility for flight following. This responsibility may be handed off to RMACC for fire mobilization flights. If the flight was originated by CPC then the Chief of Party/Flight Manager or pilot will notify CPC of any delays and upon arrival at the final destination (unless the flight following has been handed off to RMACC).

Automated Flight Following (AFF) Requirements & Procedures Refer to RMG (66-8)

Aircraft Accident/Incident Reporting Refer to RMG (68-1)

All accidents and incidents will be reported immediately to the Dispatch Center and appropriate line officers. Emergency procedures will be followed as outlined in the Aircraft Incident/Accident Response Guide. SAFECOMs need to be filed by persons that observed or were involved with the incident. A copy of the SAFECOM will be provided to the Unit Aviation Officer.

Overdue and Missing Aircraft Refer to RMG (68-4)

Airborne Thermal Infrared (IR) Fire Mapping Refer to NMG (35-1)

Lead Planes

- A lead plane, Air Attack, or airtanker coordinator is required for the following missions:
- Two or more airtankers will be over the incident at the same time or at staggered intervals of 15 minutes or less
- Any mission where the airtanker pilot is not IA rated
- The fire is in a congested area
- Wherever any airtanker is operating over an incident within 30 minutes prior to official sunset of the nearest airtanker base
- Wherever any airtanker is operating over an incident within 30 minutes after official sunrise of the nearest airtanker base.

If a lead plane is not available, a qualified Air Tactical Group Supervisor may be used until a lead plane arrives, as long as the airtanker Pilot-In-Charge (PIC) is IA rated. Non-IA rated PIC's require a lead plane.

Refer to section 24.6.2 of the RMG - Aerial Supervision Requirements in the Rocky Mountain Area Matrix for additional guidance.

Aerial Supervision Modules (ASM1) Refer to RMG (68-23)

- **Aerial Supervision Requirements** Refer to RMG (69-1)

Air Tactical and Reconnaissance Aircraft Refer to RMG (70-15)

Large Transport Aircraft Refer to RMG (70-24)

- **Passenger/Cargo Manifest** Refer to RMG (70-30)

Helicopter - Call When Needed (CWN) Refer to RMG (71-1)

All CWN helicopters will be ordered through CPC. If the CWN is for fire suppression the order will then be placed with RMACC. If it is for a non-fire incident CPC will utilize the AMD source list or USFS rental agreements and obtain an appropriate aircraft for the mission.

When a CWN helicopter is used, it must have appropriate level of supervision depending on size and mission. A qualified Helicopter Manager or Project Manager must inspect the aircraft prior to use.

Modules are not automatically ordered by RMACC when a helicopter order is filled by a CWN aircraft. CPC dispatchers need to order the module upon notification that a CWN is filling the order. The module is ordered on an Overhead order and cross-referenced with the Aircraft order.

Refer to the appropriate agency aviation plan for guidance concerning use of aircraft for non-fire flights and projects.

Exclusive Use Contract Helicopters Refer to NMG (36-47)

Wyoming State Forestry Division sponsors a Type 3 helicopter - See Chapter 90 - Duncan Helibase Operating Plan

All initial attack requests for the State Helicopter will be placed with Casper Interagency Dispatch, including fires occurring on State lands.

CPC will be responsible for flight following the State Helicopter at all times, this includes project work, fires, and re-positioning. All orders for the helicopter outside of State Agency will be placed with Casper Dispatch and will be approved through the State FMO for approval. Individual overhead orders for any members of the module will be placed with Casper Dispatch. The helicopter will be mobilized with the module, chase truck, and fuel truck unless different instructions are specified at the time of the order. Orders for project work will be coordinated with the Helicopter Manager prior to ordering through Casper Dispatch.

Airtanker Dispatch Refer to RMG (73-1)

Airtanker Use in Optional and Post Season Periods Refer to NMG (37-30)

Modular Airborne Firefighting Systems (MAFFS) Refer to RMG (74-10)

Single Engine Airtankers (SEATS) Refer to RMG (75-1)

BLM - WY High Plains District has a SEAT base located at Natrona County International Airport in Casper, WY. SEAT Operations Guide for general policy and guidelines are located in the CPC office and at the SEAT base. All orders for a SEAT are to be ordered thru Casper Dispatch.

Temporary Flight Restrictions (TFR) (FAR 91.137) Refer to RMG (75-30)

All TFR's will be ordered through Casper Interagency Dispatch Center and then CPC will place them with RMACC. It is important that after the need for a TFR no longer exists, that CPC is notified so that the TFR can be released.

Military Training Routes (MTR) and Special Use Airspace (SUA) Refer to RMG (76-1)

Airspace Conflicts Refer to NMG (39-28)

FAA Temporary Airport Control Tower Operations Refer to RMG (76-37)

Dedicated Radio Frequencies and Management Refer to RMG (77-1)

Interagency Interim Flight & Duty Limitations Refer to RMG (77-43)

PREDICTIVE SERVICES

Information gathering and dissemination of that information is of vital importance for safety, fire management decisions, prioritization of fires, and allocation of scarce resources. The information processed needs to be complete, accurate, and timely.

Casper Interagency Dispatch Center is responsible for posting the daily situation reports, resource status, and other information on the CPC web page daily during fire season. The address is http://gacc.nifc.gov/rmcc/dispatch_centers/r2cpc/ this will access the CPC page.

Upon receipt of critical information, such as Red Flag Warnings, CPC will distribute that immediately to all cooperators and field personnel. The warnings will be faxed to county cooperators, and it will be simulcast on the BLM/USFS frequencies to all field personnel. Personnel in the field will then be asked to confirm that they copied the warning.

During periods of high activity RMACC will be kept informed of significant activity via phone calls throughout the day. These updates do not take the place of the situation report or any other reporting requirements.

It is imperative that all cooperators keep CPC informed of activity on their units in order to accurately reflect the activity level occurring within the CPC area of influence and to ensure that all activity is considered when setting priorities.

Incident Status Summary (ICS - 209)

ICS - 209 is required for any wildfire which exceeds 100 acres in timber, or 300 acres in grass/sagebrush fuels, when an IMT is assigned, or when a fire is placed in monitor status. Casper Interagency Dispatch Center, with input from the ICT4 or ICT3, is responsible for completing the ICS-209 and submitting it with the Daily Situation Report by 1800 to RMACC.

An ICS-209 is required when an IMT1 or IMT2 is assigned to the incident and it is the IMT's responsibility to submit the ICS-209 to CPC. The ICS-209 is due by 1700 daily until the fire is controlled.

An ICS-209 is also required for Incidents managed under a strategy other than Full Suppression/Perimeter Control, AND the incident is likely to remain active for a period greater than 72 hours and will be updated weekly (Thursdays). See the Interim Direction for Wildland Fire Reporting in the RMG/NMG.

Casper Interagency Dispatch Center will be responsible for completing the ICS-209 for fires in monitor status or resource benefit fire with input from the Duty Officer.

Interagency Situation Report

The reporting period for the Daily Situation Report is from 0001 to 2400 daily. The report is due into RMACC by 1800. Later submission of the report can be negotiated with RMACC.

The SIT report is required daily beginning the second Monday in May and continuing usually through the end of October.

All units within the CPC area of influence should report activity daily to CPC for inclusion into the daily SIT report. Minimum information needed is number of fires, number of acres burned, resources committed, anticipated problems, extreme control problems/fire behavior, or any other significant information. This information is due into CPC by 1700 for inclusion into the Daily Situation Report. It can be submitted via fax or telephone.

The remarks section of the SIT report should include the following:

- brief write up about IA activity and resources committed
- weather synopsis for the general vicinity
- brief analysis/prognosis
- other significant information

Incident Management Situation Report Refer to NMG (42-31)

7 Day Significant Fire Potential Outlook Refer to NMG (43-1)

National Wildland Significant Fire Potential Outlook Refer to NMG (43-11)

GACC Monthly and Seasonal Wildland Significant Fire Potential Outlook Refer to NMG (43-25)

Fuel and Fire Behavior Advisories Refer to NMG (43-40)

Wildland Fire Entrapment/Fatality Refer to RMG (86-21)

Daily Resource Status

The Manager Summary is accessible on the CPC web page under the Intelligence link. It can be viewed by anyone, but data entry is password protected. Units within the Casper Interagency Dispatch Center area will begin daily resource statusing mid June to mid October. The report will be submitted to the dispatch center daily by 0930 during this time.

Overhead Availability Tracking

All red carded and support personnel are required to report their availability via ROSS. Individuals who do not report their availability are considered unavailable, and will not be considered for assignments. Individuals are encouraged to report any changes in their availability as it occurs. Reporting availability, other than local is automatically forwarded to RMACC in ROSS.

It is understood that any individual on the availability list has their supervisor's permission to take a fire assignment.

Prescribed Fire Notification

Any unit planning on conducting a prescribed fire needs to notify CPC one day prior to the planned ignition. Use the Planned Rx Form located on the Dispatch Center web site. The information provided will be put into the Daily Situation Report-Prescribed Fire Information and submitted to RMACC.

A copy of the signed burn plan needs to be provided to dispatch prior to ignition, along with charge codes.

CPC Annual Report

CPC will generate an Annual Report to be mailed to all Federal/State/County cooperators. The report will be finalized and submitted to RMACC by December 15th yearly.

Report, Due Dates and Times

Report	Timeframe
Daily Resource Status	Update daily by 1000 (June - October).
Interagency Situation Report	Due to RMACC by 1800 hours unless directed or negotiated otherwise (May - October).
Incident Status Summary (ICS-209)	Due during fire season to RMC by 1800 unless a later time is negotiated. Required for wildfires in timber 100+ acres & grass 300+ acres.
Priority List	Due during fire season to RMC by 0100 and 1800.
Prescribed Fire Report	Due prior to the day of the burn. Notify RMC, cooperators, dispatch centers and area dispatch offices.
Annual Fire Report	Actual stats and Center Annual Reports due to RMC by December 15 th .

CASPER INTERAGENCY DISPATCH CENTER PREPAREDNESS LEVELS

Why Preparedness Levels are Established

The Casper Interagency Dispatch Center Manager or acting will coordinate with FMO's and will monitor the area Fire Management activities and determine preparedness through PL 3, and will make recommendations to the Casper Interagency Dispatch Center Coordinating Group (CICG) to go to PL 4 and 5. The CICG will make the final determination for PL 4 and 5.

Local Area Preparedness Levels

Preparedness Levels are established based on current and forecast burning conditions, fire activity, resource availability, and fuel conditions. Refer to RMG for Rocky Mountain Area Interagency Preparedness Levels.

Casper Interagency Dispatch Center Preparedness Level Definitions

The matrix below is designed as a Guide to progressively review the complexity for long/short term fire weather, fire activity and resource commitment. NFDRS ratings are derived from the Observed and Forecasted Indices from agency weather stations. Fire activity is obtained from daily situation report, and commitment of resources is obtained from the Daily Resource Status report and resource ordering.

CPC Parameter	PL 1	PL 2	PL 3	PL 4	PL 5
NFDRS Agency Adjective Ratings	Low to Moderate	2+ Agencies are Moderate to High	2+ Agencies are High to Very High	3+ Agencies are Very High to Extreme	Majority of Agencies are Very High to Extreme
Class A/B Fires	Yes	Yes	Yes	Yes	Yes
Large/Multiple A,B,C Fires	No	Yes	Yes	Yes	Yes
Complexity Level	Type 5 or 4	Type 4 and one Type 3	Multiple Type 4 and Type 3	One Type 2 or Type 1	Multiple Type 2 and or Type 1
Local Resources Committed	Few Resources Committed	Some Commitment of Local Resources	Most Local Resources Committed	All Local Resources Committed - Additional Resources Are Ordered In	All Local Resources Committed - Additional Resources Are Ordered In

Casper Interagency Dispatch Center Preparedness Level Action Items

The matrix below is intended as a Guide for management personnel to consider as Preparedness Levels increase.

ACTION ITEMS (RESPONSIBILITY)	PL 1	PL 2	PL 3	PL 4	PL 5
Review Local Resource Avail (Ctr Mgr/FMO's)	—	As Needed	Daily 0800	Daily 0800 and 1700	Daily 0800 and 1700
Review Fire Weather (Center Mgr/FMO'S)	—	As Needed	Daily 0800	0800, 1200, and 1700	0800, 1200, and 1700
Expanded Dispatch Availability (Dispatch Ctr Mgr)	—	As Needed for Extended Shifts	Order Local Expanded Dispatchers as needed	Staff Expanded Dispatch	Staff Expanded Dispatch
Unit Incident Support Org (Ctr Mgr/FMO'S)	—	As Needed for Extended Shifts	In Place for Units Hosting Incidents	In Place for Units Hosting Incidents	In Place for Units Hosting Incidents
CICG/ LMAC Activation (Dispatch Ctr Mgr)	—	Bi-weekly Conference Calls July- September	Bi-weekly Conference Calls July- September	Consider Weekly Conference Call/Activation	LMAC Activated
Severity Requests (FMO'S)	—	—	1-2 Units	3-4 Units	All Federal Units
Fire Restrictions (FMO's)	—	—	Minimal Units	Some Units	Several Units
IA Dispatch Staffing (Dispatch Ctr Mgr)	—	As Needed for Extended Shifts	As Needed for Extended Shifts	Plan Extended IA Staffing Hours	Plan Extended IA Staffing Hours

MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS

Refer to NMG (49-44)

DISPATCH FORMS Refer to RMG for copies of these forms. They are also available at CPC.
Resource Order

Food Service Request

Passenger and Cargo Manifest

Aircraft Flight Request/Schedule

Infrared Aircraft Scanner Request

1 **FAA Temporary Tower Request**
2
3 **Preparedness/Detail Request**
4
5 **Incident Status Summary (ICS-209)**
6
7 **Monthly Wildland Fire Weather/Fire Danger Outlook**
8
9 **Wildland Fire Entrapment/Fatality**
10
11 **Documentation of Length of Assignment Extension Requirement**
12
13 **Demobilization Checkout**
14
15 **Fire Weather Special Forecast Request**
16
17 **FAA Temporary Flight Restriction**
18
19 **Incident Replacement Requisition**
20
21 **Complexity Analysis**
22
23 **Emergency Release/Message**
24
25 **Unit Log**
26
27 **Documentation**
28
29